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|  | | ANIMAL CONTROL ADVISORY BOARD | |
| AGENDA REQUEST | | | |
| AGENDA OF: | 12/19/07 | AGENDA REQUEST NO: | IIA |
| INITIATED BY: | MIKE GOODRUM, COMMUNITY & ENVIRONMENTAL DIRECTOR <i>AWG</i> | MANAGER: | N/A |
| PRESENTED BY: | MIKE GOODRUM, COMMUNITY & ENVIRONMENTAL DIRECTOR <i>AWG</i> | DEPARTMENT HEAD: | MIKE GOODRUM, COMMUNITY & ENVIRONMENTAL DIRECTOR <i>AWG</i> |
| | | ADDITIONAL DEPARTMENT. HEAD (S): | N/A |
| SUBJECT / PROCEEDING: | REVIEW ANIMAL CONTROL ADVISORY BOARD WORKPLAN | | |
| EXHIBITS: | MANAGEMENT PROJECT | | |
| CLEARANCES | | APPROVAL | |
| LEGAL: | N/A | ASSISTANT CITY MANAGER | |
| RECOMMENDED ACTION | | | |
| Discussion. | | | |
| EXECUTIVE SUMMARY | | | |

Community & Environmental staff will provide the Animal Control Advisory Board an overview of the “Implementation of Expanded Animal Control Services” Strategic Management Project.

FISCAL YEAR 2007 - 2008 MANAGEMENT PROJECT

Updated: 12/3/07

Project Title: Implementation of Expanded Animal Control Services

Project Scope:

Background: In January of 2007 the City Manager appointed a Citizen's Task Force to provide recommendations to the City Manager on Animal Control services in Sugar Land. The following was their charge:

1. Study the issues that gave rise to the need of a new facility, and the factors that will contribute to its success.
2. Assessing community resources and shelter needs to determine if they can be harnessed to assist in shelter operations.
3. Incorporate the insight gained from the first two tasks into a recommendation to the City Manager in the form of a facility plan.

After extensive discussion, analysis, and field research, and after considering the initial facility proposal and incorporating their findings, the Task Force endorsed the facility plan that is currently being constructed. Furthermore, the Task Force believed that there exists sufficient enthusiasm and dedication amongst community members to support a volunteer program to assist the animal shelter, and recommended that the City encourage the establishment of a non profit organization to offer aid & assistance to the program.

Funding: (i.e. CIP, Current Budget, Budget Enhancement, etc.)

CIP MU0701 - \$707,000

Base O&M - \$94,289

Scope for 2007 - 2008: Complete construction of the new animal shelter in the first quarter of FY 07-08. Review policies, procedures, ordinances and adoption fees and enhance where needed and review with the Animal Advisory Board. Furthermore, based on Task Force recommendations the shelter will implement a volunteer program to assist with adoptions and general animal care. Staff will also work with a core group of volunteers to determine the feasibility of creating a nonprofit organization to assist the shelter. The Animal Advisory Board will meet periodically to review staff recommendations on policies and procedures.

Objective:

The objective is to have an operational facility by January 2008. Once operational the facility should have expanded hours of operation, a premier volunteer program, up-to-date policies and procedures, and an updated ordinance with appropriate adoption fee

Project Leader and Department: Mike Goodrum, Community & Environmental Services

Team Members: Kathryn K., Barbara B., Andrew T., David G., Meredith W.

| No . | MAJOR TASKS / DELIVERABLES / MILESTONES | Responsible Staff | Target Date | Date Completed | Task Status |
|-----------------|--|------------------------------|------------------------|-----------------------|--------------------|
| 1 | Facility Construction | David G. | January | | |
| 2 | Develop Policies & Procedures | Kathryn K. | Dec | | |
| 3 | Grand Opening of Shelter | Kathryn K. | March | | |
| 4 | Implement volunteer program | Kathryn K. | Jan | NOVEMBER | |
| 5 | Review ordinance and redraft if needed | Kathryn K. | Mar | | |
| 6 | Review adoption Fee with Finance Sub | MG | Apr | | |
| 7 | Workshop ordinance with Council (Provide update on expanded services) | MG | May | | |
| 8 | 1st Reading | MG | June | | |
| 9 | 2nd Reading | MG | June | | |
| 10 | | | | | |
| 11 | | | | | |

| Quarterly Project updates: | |
|----------------------------|--|
| Quarter: | Update: |
| November | No Update |
| December 3 | Shelter is a little behind schedule and now has a revised completion date of late January early February. We have begun utilizing volunteers at the current shelter and are almost done with drafting policies and procedures. |
| First Quarter | |
| Second Quarter | |
| Third Quarter | |
| Fourth Quarter | |
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